

MVAC MARCH 8, 2006

The meeting was held on March 8, 2006 at the Division of Wildlife. Art Hale started the meeting at 9:00 am.

In Attendance: Barbara Garcia – DOHE Metro, Sonny Otero – Fleet, Karen Neuschwanger – DOT, Janine Higgins – DOHE School Of Mines, Ronnie Hunter – DOR Gaming, Terry Sisneros – Fleet, Barb Crawford – DOW, Markie Studwell – Risk Management, Rob Pearson – OEMC, Sara Graf – OEMC, Duane Whitfield – Risk Management, Nancy Martinez – DOHE Pikes Pike, Patti Torres – DOLE, Fred Trujillo – DOL, Kyle Shelton – CSP, Michel Stadler – DOHE UNC, Shelly Thornburg – Fleet, Art Hale – Fleet

Possible Fuel Card Fraud

SFM received a report of a missing fuel card last week. The card was found missing from a vehicle that was recently at a vendors shop for repairs. The SFM call center denied the vendor from performing the repairs here locally, since the overall expense of replacing the engine would be considerably less if they towed the vehicle to DOC in Canon City. SFM suspects that the card was removed either at the first repair facility, or during the time it was towed to DOC. The perpetrator was able to use the card because the pin number was written on the envelope that the fuel card was kept in. The charges that were incurred before it was discovered and reported as missing, totaled a sum of \$1400.00 during approximately three weeks period. Since the perpetrator had access to the pin number, the state is deemed responsible for the charges. Preventative measures should always require that you remove the fuel card from the vehicle prior to having service performed, and never keep the pin number in the same location as the fuel card.

Overdue PM's and Services

The PM module for CARS is scheduled to be released on April 17th. The oil sampling and analysis is still in the implementation phase, but analysis reports are already beginning to appear on the Polaris-Horizon web-database. The oil sample kits are being placed in the trunks of the new vehicles, and when used, a new kit will sent to the drivers. We are also having the kits delivered directly to the vehicle-coordinators when we are not able to locate the drivers. The kits will have specific identification indicating what vehicle they belong to. SFM would like to remind everyone, that we are paying for 2 car washes, maximum of \$15.00 per car wash a month.

Downtown Motor pool- Fleet Commander

Fleet Commander is a new reservation system that we are piloting at the downtown State Fleet Motor Pool. The two locations of vehicle inventories are kept at the DOW located at 6060 Broadway and Downtown Motor Pool located between Lincoln and Sherman, just North of Colfax. This is a 30-day trial period that we want to have as many participants as possible trying the new system and reporting any suggested improvements. This system will expedite and simplify the reservation process and furthermore, will help to establish a balance of the number of vehicle types in the system, and maximize utilization of the existing vehicles. The Fleet Commander will help to improve efficiencies, and improve customer service by enabling reservations from anywhere through a web base system. In 30 seconds or less you can book a reservation.

The web site has the Colorado logo on it. Once you sign-on to the site, you can make a reservation, check your schedule, change the reservation, and update personal information. Once the reservation is made, you get a confirmation email.

The system maintains a user profile and preferences for each driver. This is done to be certain that the user is authorized to make the reservation and are reserving a vehicle that they are qualified to operate. "Example; some drivers are trained and qualified to drive a 15-passenger van, and some are not.

Several reports can be run from the system. They include reports on usage, vehicle details, completed trips and late returns. User's can run reports on reservations, and how many times a user have made or cancelled reservations.

Governors Office of Energy Management and Conservation (OEMC)

OEMC is a primary contributor and member with the three clean cities programs located in the State of Colorado. The Clean Cities Coalition programs sponsor several alternative fuel programs such as increasing E-85 pumps in Colorado. There are currently ten pumps that dispense E-85 fuel, and with the help of Clean Cities, the sites are expected to double in the state within the next year. E-85 is good for the environment since it reduces some of the vehicle emissions of concern, reduces green house gas emissions, relieves reliance on imported petroleum and improves the economics of various agricultural industries located in the US. Corn is typical stock of preference used to produce ethanol due to volume yield and product quality. The production levels in Colorado are not currently adequate to sustain the increased demand. The OEMC is the sponsor for several different state energy programs. OEMC implements projects in a wide range such as using pussy willows in the wetlands to clean sewage, to windmill energy, to solar projects, and hydrogen. Many of the OEMC projects are subsidized with either Department of Energy (DOE) money or petroleum violation escrow (PVE) money.

Fleet Safety Matters

Fleet and Risk Management had their first 15-passenger van training. The participants gave it a very high rating and recommendations that these classes be continued. SFM recommends this training class to anyone that anticipates operating 15-passenger vans. Each year there are 111 deaths nationwide from 15-passenger vans accidents. We plan to present the class twice a year, and will consider special request. This training will become a mandatory certification to those who wish to operate 15 passenger vans.

Currently, state accidents account for over \$867,000 dollars on our P&L. Of the total accident expense, the state drivers found at fault account for \$376,000. 45% of the overall accident rate is attributed to state employees at fault. SFM is currently implementing preventative safety programs that are focused directly on *preventive* practices to reduce these problems and consequently the unnecessary expenses. SFM is seriously considering reinstituting the \$250.00 deductible policy to departments of state drivers that are deemed at fault by our recently assembled accident committee.

Vehicle Ordering

This is the time of year that SFM is receiving dozens of new vehicles. On any given day, SFM may have as many as 20 vehicles per day arrive. With this in mind, and realizing the limited space SFM has, please respond urgently when your department is notified that the new vehicles are here any ready to be picked up.

Some agencies have reported getting phones calls from their respective JBC analyst who are requesting information pertaining to the FY07 vehicle replacement list. The analysts are soliciting information to justify why some vehicles are being replaced. If you receive a request of this nature, please refer them to Ron Clatterbuck at Fleet. The list of replacements is expected to be finalized approximately the third week in March, and won't be signed as approved until late May.

Meeting ended at 11:10.